

**Minutes of a Special Session of the Common Council of the Town of Clarkdale
Held on Wednesday, May 25, 2021 at 4:00 P.M. (Hybrid meeting in person and via
Video-Conferencing)**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Wednesday, May 25, 2021, at 4 P.M.

Town Council:

Mayor Robyn Prud'homme-Bauer
Vice Mayor Debbie Hunseder
Councilmember Bill Regner
Councilmember Marney Babbitt-Pierce
Councilmember Lisa O'Neill

Town Staff:

Town Manager Tracie Hlavinka
Public Works Director Maher Hazine
Police Chief Randy Taylor
Interim Finance Director Rob Sweeney
Parks and Recreation Manager Joni Westcott
Community Development Director Ruth Mayday
Town Clerk Mary Ellen Dunn

**ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND
POSSIBLE ACTION, UNLESS OTHERWISE NOTED.**

**CALL TO ORDER – Meeting was called to order at 4:14 P.M. by Mayor
Prud'homme-Bauer.**

CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

- A. Reports** - Approval of written Reports from Town Departments and Other Agencies
 - Building Permit Report – March, April 2021
 - Capital Improvements Report – March, April 2021
 - Magistrate Court Report – March, April 2021
 - Water and Wastewater Report – March, April 2021
 - Police Department Report – March, April 2021
 - Special Event Approval – Smelter Town Release Party 5/8/2021
 - CAT/LYNX Transit Report – March, April 2021
 - Verde Valley Humane Society – March, April 2021
- B. Town of Clarkdale Public Safety Personnel Retirement System (PSPRS) Pension Funding Policy** – Approval of the Town of Clarkdale Public Safety Personnel Retirement System Pension Funding Policy for Fiscal Year 2021-2022.

- C. Town Manager's Evaluation as Written by the Mayor** – Approval of the review of the Town Manager's evaluation conducted on May 11, 2021 by the Town of Clarkdale Common Council in Executive Session.

Action: Approve Consent Agenda items A – C as presented.

Motion: Vice Mayor Hunseder

Second: Council Member Babbitt-Pierce

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Council Member Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

NEW BUSINESS

RESOLUTION MAKING APPOINTMENT TO THE PLANNING COMMISSION – Discussion and possible action regarding the approval of Resolution #1645, amending Resolution #1631, making an appointment to the Planning Commission.

Background: The Planning Commission has one (1) vacancy due to a mid-term resignation with an expiring term of September 30, 2021. The Review Committee conducted interviews on May 13th in order to make recommendations to the Council to fill the seat.

The panel is bringing forward the following name as a recommendation to fill the seat on the Planning Commission with a term to expire September 30, 2021:

Tina Behr-Andres

Town Clerk Mary Ellen Dunn presented information on this agenda item to Council. Council Member Regner added positive comments regarding the new Commission appointment.

Action: Approval of Resolution #1645, amending Resolution #1631, making appointment to the Planning Commission.

Motion: Council Member Regner

Second: Vice Mayor Hunseder

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Council Member Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

AMERICAN ASSOCIATION OF RETIRED PERSONS (AARP) GRANT – Discussion and possible action regarding approval to accept funds for AARP Grant.

Staff seeks Council approval to accept funding, if awarded, from the AARP grant in support of the Selma Mongini Park Educational Water Flow feature. The maximum amount of award is \$20,000. Award notifications will be provided in June of 2021 and awarded in a one-time payment to the Town with reporting requirements due by December 8, 2021.

Because the water feature will entail ongoing maintenance following the project completion, staff needs Council approval to move forward. If funded, the awarded amount can be used toward the Land Water Conservation Fund (LWCF) grant matching funds.

Parks and Recreation Manager Joni Westcott presented information on this agenda item.

Action: Approval to accept AARP grant funds if awarded.

Motion: Council Member Babbitt-Pierce

Second: Council Member O'Neill

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Council Member Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

SOLE SOURCE SERVICE AGREEMENT FOR SEWER LINE ACOUSTIC PIPE INSPECTION AND MAPPING – Discussion and possible action regarding the award of a sole source service agreement with RH Borden and Company, LLC of South Jordan, Utah, for sewer line acoustic (pipe inspection and mapping).

Sewer line maintenance is an essential element of properly functioning sewer collection system. Traditionally, this is done by utilizing a closed-circuit TV (CCTV) to camera sewer lines for signs of blockage and damage. This allows staff to identify where cleaning and repairs are necessary. This approach to maintenance, while effective, is costly and time consuming. For systems the size of the Town of Clarkdale, this will generally require an outside vendor due to a lack of staff and equipment. As a result, the Town has only contracted for these services when necessary and not as a proactive maintenance measure.

As part of the FY 21/22 CIP Budget, the town is proposing the implementation of an on-going sewer maintenance program.

InfoSence manufactures sewer line assessment tools and has developed a new skill that utilizes patented acoustic technology to provide real-time blockage assessments in gravity sewer lines. The technology behind the Sewer Line Rapid Assessment Tool (SL-RAT) has proven to be a quick, durable, easy to use, and cost-effective.

This technology is very cost effective (~10% of the cost of CCTV), and has been validated by EPA during their demonstration study. A report published by EPA noted:

"The results of this demonstration of the SL-RAT show promise for the application of this technology as a tool for cost-effective, pre-cleaning assessment and post-cleaning quality assurance. The application of this technology in an overall collection system O&M program

should enable wastewater utilities to optimize their sewer cleaning efforts and free up valuable resources to more effectively implement critical CMOM (capacity, management, operations and maintenance) and asset management programs."

The American Society for Testing Materials (ASTM) has developed a standard for this technology that is published in ASTM Standard F3220-17 publication.

The cost for the assessment service including manhole inspections and crew mobilization is \$23,396.00 plus applicable taxes.

In compliance with Town Code, any purchase of product or service greater than \$10,000 does require three quotes. However, **RH Borden and Company, LLC** is the exclusive manufacturer's representatives for the states of Utah, Idaho, Arizona, Nevada, and Wyoming. As such, we are electing to utilize RH Borden and Company, LLC to perform such assessment.

Public Works Director Maher Hazine presented information on this agenda item.

Action: Approval to contract with RH Borden and Company, LLC of South Jordan, Utah for sewer line acoustic pipe inspection and mapping and authorize the Public Works Director to sign the agreement in the amount not to exceed 23,396.00 (plus tax and an additional 10% contingency).

Motion: Council Member Regner

Second: Council Member Babbitt-Pierce

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Council Member Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

WORK SESSION REGARDING ELECTRIC VEHICLE CHARGING STATION – A work session to discuss options for charging stations proposed at Town Hall facility.

The APS Take Charge AZ Pilot Program is intended to help participants to meet sustainability goals and improve Arizona's air quality. If selected, APS will install electrical infrastructure necessary to power EV Charging Station(s) at Town Hall Complex. Electrical usage is tracked via separate meter and will be billed at a special rate plan. The charges will be owned and maintained by APS for five years after which the Town can choose to take ownership or have them removed at no cost.

Under this plan there are two chargers that are offered:

- The Clipper Creek HCS-40R Charger is provided for free as part of the Pilot. It limits driver access using a special key. However, the Town or APS will be unable to bill for the energy use. As such, the Town will bear the cost of the energy use. The general fund will most likely be the source of those funds.

- The ChargePoint CT4021-GW1 will allow the Town to recover its costs by adopting a per KWH chargeback to cover the cost of the energy used as well as the equipment. The cost of the equipment is \$8,613 plus an additional \$1,120/year network fees. The driver for this charger must register to using a mobile app which allows drivers to reserve their spot, be placed on a waitlist, and make payments for the energy use.

Time is of the essence on this program as it will expire by the end of calendar year 2021. Regardless of the decision of which charger to use, the Town will need to coordinate an agreement with APS and provide an easement for the infrastructure.

Public Works Director Maher Hazine presented information on this agenda item. Vice Mayor Hunseder stated that the train would present a great avenue for this type of installation and Council in general was supportive.

Action: This is a work session and staff will be available to answer any questions and seeking direction from the Council regarding options. Staff should move forward with Clipper Creek option application and coordinate with other businesses for support.

PUBLIC HEARING ON AMENDMENTS TO TOWN CODE REMOVING ARTICLE 9-4 INTERNATIONAL PROPERTY MAINTENANCE CODE AND ARTICLE 9-5 ABATEMENT OF RUBBISH AND DILAPIDATED STRUCTURES, FROM CHAPTER 9, HEALTH AND SANITATION; CREATING A NEW ARTICLE 20, INTERNATIONAL PROPERTY MAINTENANCE CODE, AND A NEW ARTICLE 21 ABATEMENT OF RUBBISH AND DILAPIDATED STRUCTURES TO CHAPTER 7, BUILDING; DELETING ARTICLE 7-12 MORATORIUM ON ISSUANCE OF BUILDING PERMITS FOR MULTIPLE-FAMILY DWELLINGS IN AREAS WITH INADEQUATE WATER SUPPLY; ADOPTING APPENDIX A, BOARDING STANDARD; AMENDING SECTION 103.1 GENERAL, OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE, AND DECLARING AN EMERGENCY
– A public hearing to receive comments regarding the adoption of Ordinance #412, amending the Town Code.

This series of text amendments to the Town Code consolidates code enforcement regulations under one (1) chapter of the Town Code, deletes an article that has been preempted by the state legislature, adopts a uniform standard for boarding up vacant buildings, and appoints the Community Development Director as the Code Officer, pursuant to the International Property Maintenance Code and Uniform Code for the Abatement of Dilapidated Buildings.

Consolidation of Code Enforcement Regulations: Currently, the International Property Maintenance Code (IPMC) and the Uniform Code for the Abatement of Dangerous Buildings (UCADB) are incorporated into Chapter 9, Health and Sanitation of Town Code. Both of these documents rely heavily on application of building codes with respect to unsafe structures; as such, they should be included in Chapter 7, Building, as it is the responsibility of the Certified Building Official (or his/her designee) to determine compliance with adopted regulations. Consolidating both the IPMC and UCADB in Chapter 7 will ensure complete analysis of relevant codes.

Moratorium on Issuance of Building Permits for Multiple-Family Dwellings in Areas with Inadequate Water Supply: This Moratorium was enacted in upon the adoption of Ordinance No.

87 in 1985 to prohibit development of multiple family dwellings where there was an inadequate water supply for fire protection purposes. Many jurisdictions adopted similar moratoria, and in 1996, the state legislature adopted legislation that set forth specific standards for issuing such prohibitions on construction of any type in Arizona. This Article has not been rescinded even though it has been superseded by the State; staff proposes its deletion to comply with Arizona Revised Statutes.

Appendix A, International Property Maintenance Code, Boarding Standard: This standard specifies the minimum dimensions for materials used to board up vacant or dangerous structures; the hardware that must be used, and the framing for boarding up windows, doors, and other penetrations of exterior walls. It also requires that the materials that are used are painted to match the building or structure to lessen the visual impact of the boarding.

IPMC Section 103.1 General: This section of the IPMC creates the Department of Property Maintenance and the executive official in charge thereof shall be known as the Code Official. To ensure clarity, staff suggests amending "executive official" to "Community Development Director or his/her designee".

Because situations arise where buildings, present health/safety hazards, or determined to be attractive nuisances, staff proposes adopting this Ordinance as an emergency measure.

Mayor opened the discussion to public comment. There was no public comment.

Action: This is a public hearing only and no Council action is required.

ADOPTION OF AMENDMENTS TO TOWN CODE REMOVING ARTICLE 9-4 INTERNATIONAL PROPERTY MAINTENANCE CODE AND ARTICLE 9-5 ABATEMENT OF RUBBISH AND DILAPIDATED STRUCTURES, FROM CHAPTER 9, HEALTH AND SANITATION; CREATING A NEW ARTICLE 20, INTERNATIONAL PROPERTY MAINTENANCE CODE, AND A NEW ARTICLE 21 ABATEMENT OF RUBBISH AND DILAPIDATED STRUCTURES TO CHAPTER 7, BUILDING; DELETING ARTICLE 7-12 MORATORIUM ON ISSUANCE OF BUILDING PERMITS FOR MULTIPLE-FAMILY DWELLINGS IN AREAS WITH INADEQUATE WATER SUPPLY; ADOPTING APPENDIX A, BOARDING STANDARD; AMENDING SECTION 103.1 GENERAL, OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE, AND DECLARING AN EMERGENCY
- Discussion and possible action regarding the adoption of Ordinance #412, amending the Town Code.

Community Development Director Ruth Mayday presented information on this agenda item. Council stated that they would like to see the entire sections in future but largely supported the work of the Community Development Director and her department.

Action: Approve adoption of Ordinance #412, amendments to Town Code removing Article 9-4 International Property Maintenance Code and Article 9-5 Abatement Of Rubbish And Dilapidated Structures, from Chapter 9, Health and Sanitation; creating a new Article 20, International Property Maintenance Code, and a new Article 21 Abatement Of Rubbish And Dilapidated Structures to Chapter 7, Building; deleting Article 7-12 Moratorium On Issuance Of Building Permits For Multiple-Family Dwellings In Areas With Inadequate Water Supply; adopting Appendix A, Boarding

Standard; amending Section 103.1 General, of the International Property Maintenance Code, and declaring an emergency.

Motion: Vice Mayor Hunseder

Second: Council Member O'Neill

This action requires a ¾ roll call vote.

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Council Member Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

GENERAL PLAN UPDATES – A work session to review and comment on the following general plan elements: recreation and open space, housing, and historic preservation.

As set forth in the Public Participation Plan, Staff is presenting the above General Plan Elements for review and comment by Town Council.

Recreation and Open Space: This Element describes the current recreation and open space amenities in Clarkdale, discusses national standards, provides data derived from the Parks and Recreation Commission's 2020 community survey, and makes recommendations for future growth and development of parks, open space, and recreational facilities for Clarkdale.

Housing: A housing element is not required for communities with populations less than 50,000 persons; however, prudent planning for Clarkdale necessitates the inclusion of a housing analysis in the General Plan. The purpose of this element is to set forth a plan to eliminate substandard dwelling conditions, improve the quality, variety, and affordability of housing stock, and identify suitable locations for development of housing. It shall make its recommendations without regard to race, color, creed, or economic standing.

Historic Preservation: Historic preservation is vital to Clarkdale – economically, experientially, and key to its identity. As the initial element on this topic, this chapter provides a brief history of historic preservation efforts in town, explains the framework of organizations involved on the federal, state, and local levels, and provides broad recommendations within which the Historic Preservation Commission and members of the community can work together to protect the history of the town.

Parks and Recreation Manager Joni Westcott presented information on the Recreation and Open Space piece of this presentation. Council was enthusiastic about these elements and plan.

Community Development Director Ruth Mayday presented information on the Historic Preservation and Housing elements of this plan.

Historic Preservation: Council Member Regner and the rest of the Council praised this element of the presentation. Mayday stated that the Historic Preservation Commission was very professional and helpful in this process.

Housing: The Mayor encouraged adding a housing rehabilitation component. Discussion followed. Council was supportive of the plan.

Action: This is a work session; no action is required.

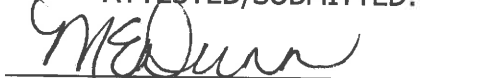
FUTURE AGENDA ITEMS - Listing of items to be placed on a future council agenda.

ADJOURNMENT: Without objection Mayor Robyn Prud'homme-Bauer adjourned the meeting at 6:30 P.M.

APPROVED:


Robyn Prud'homme-Bauer, Mayor

ATTESTED/SUBMITTED:


Mary Ellen Dunn, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 25th day of May 2021. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 8th day of June, 2021.

SEAL


Mary Ellen Dunn, Town Clerk